

# STATE OF CALIFORNIA



An Equal Employment Opportunity Employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED.

## CALIFORNIA DEPARTMENT OF CORRECTIONS AND REHABILITATION

### INVITES APPLICATIONS FOR SUPERINTENDENT DIVISION OF JUVENILE FACILITIES

**For the following locations:**

*Heman G. Stark Youth Correctional Facility, Chino, CA*

*Southern Youth Correctional Reception Center and Clinic, Norwalk, CA*

**MONTHLY SALARY**  
**\$8,583 - \$10,491**

**FINAL FILING DATE:**  
**MARCH 28, 2008**

**VISION STATEMENT:** *With our partners, we protect the public from crime and victimization.*

**MISSION STATEMENT:** *We enhance public safety through safe and secure incarceration of offenders, effective parole supervision, and rehabilitative strategies to successfully reintegrate offenders into our communities.*

Under the administrative direction of the Director, Division of Juvenile Facilities, the Superintendent is responsible for the overall management and administration of his/her assigned youth correctional facility. Specifically, the Superintendent is responsible for the discipline, custody, training, treatment, and rehabilitation of the youthful offenders assigned to the facility, and is the designated appointing

authority for the facility. The Superintendent develops operational policies and procedures, ensures that goals and objectives are met, and directs the overall planning, organization and evaluation of all custody and treatment services for youthful offenders assigned to the facility. In addition, the Superintendent coordinates and integrates institutional programs and activities, and establishes necessary controls to ensure all functions are carried out in accordance with Departmental policy and State and Federal laws. Duties include but are not limited to:

- Plans, organizes, and directs programs and activities, ensuring the provision of optimum services to youthful offenders utilizing ancillary services, personnel and physical resources; implements new programs as the needs of youthful offenders change; monitors and evaluates facility operations and programs; assures the protection of due process for youthful offenders committed to the Department and specifically under the care and treatment of the facility; under the Ward Disciplinary Decision Making Systems, reviews all actions taken in disciplining youthful offenders, and is the appellate officer for third level appeals; under the Ward Grievance Procedure, meets with youthful offenders on appeals.
- Interprets and applies departmental, divisional and facility policy to employees, youthful offenders, and community groups; discusses youthful offender issues with parents, relatives, friends, and others as applicable; may represent the Director of Juvenile Facilities and the Department at conferences and meetings.
- Establishes and maintains positive and continuing communication and relationships with other divisions of the Department, law enforcement agencies, other local, public and private agencies, and groups; conducts public information programs to keep the community informed of the goals and programs of the Department as it pertains to juvenile justice and the facility within their community.
- Provides leadership and direction to managers and supervisors in dealing with crises and emergency situations; manages, monitors and evaluates resources used by the facility; recruits, selects, trains and evaluates staff; and takes disciplinary action as needed.

#### **DESIRABLE QUALIFICATIONS:**

- Management and operational experience in juvenile programs and facilities
- Experience and knowledge of juvenile program planning and implementation
- Experience in public administration, personnel management, and leadership
- Knowledge of juvenile education, vocation, and healthcare programs
- Experience communicating effectively both orally and in writing
- Valid degree issued by an accredited university

#### **ADDITIONAL QUALIFICATIONS:**

- Broad and extensive experience managing comprehensive programs for the custody, rehabilitation, treatment, housing, and classification of youthful offenders. This includes

planning, organizing, directing, and/or coordinating correctional programs for youthful offenders; and developing and implementing policies and procedures.

- Experience in personnel management, leadership skills, flexibility, and sound management practices which demonstrates the ability to plan, organize, and direct multidisciplinary staff and utilize appropriate techniques in the areas of selection, training, motivating staff, and discipline. Knowledge of a manager's role in contributing to and achieving an equal employment opportunity workplace; and the ability to gain the confidence and support of top level administrators, staff and wards.
- Ability to analyze complex problems and recommend and/or implement effective courses of action; make independent, sound, ethical decisions regarding highly sensitive matters; and maintain confidentiality using collaborative, evidence-based processes, without jeopardizing the integrity of the Department; and carry out the Department's mission.
- Knowledge of the issues currently facing the Department, specifically the Division of Juvenile Justice, and the Department's vision, goals, and mission as it relates to the Division of Juvenile Facilities.
- Knowledge of the disciplinary and grievance process for youthful offenders.
- Experience which demonstrates the ability to develop positive cooperative working relationships and interact and communicate effectively both orally and in writing with staff, the public, youthful offenders, other law enforcement and government agencies, Legislators, other departmental divisions, court monitors, community and civic leaders, advocate groups, and religious organizations; and foster community partnerships .

**The Superintendent, Division of Juvenile Facilities is a peace officer position; therefore, applicants are subject to meeting all peace officer requirements.**

#### **PEACE OFFICER REQUIREMENTS:**

**Citizenship Requirement:** Pursuant to Government Code Section 1031(a), in order to be a peace officer, a person must be either a U.S. citizen or a permanent resident alien who is eligible for and has applied for U.S. Citizenship. Any permanent resident alien who is employed as a peace officer shall be disqualified from holding that position if his/her application for citizenship is denied.

**Felony Disqualification:** Pursuant to Government Code Section 1029, persons convicted of a felony are disqualified from employment as peace officers except as provided under Welfare and Institutions Code, Division 2, Chapter 3, Article 8, Section 1179(b), or Division 2.5, Chapter 1, Article 4, Section 1772(b). Except as provided for by these statutes, persons convicted of a felony are not eligible to compete for, or be appointed to, positions in this class.

**Firearm Conviction Disqualification:** Anyone who is restricted for employment-related purposes from accessing, possessing, carrying, receiving, or having under his/her control a firearm or ammunition under all applicable State or Federal Laws is ineligible for appointment to any position in this classification.

Age Limitation – minimum age for appointment: 21 years (Applicants must state birth date on application).

Background Investigation: Pursuant to Government Code Section 1029.1, persons successful in peace officer examinations shall be required to undergo a thorough background investigation prior to appointment. Persons who have previously undergone a Department of Corrections or California Youth Authority background investigation may be required to undergo only a partial background investigation.

Medical Requirement: Pursuant to Government Code Section 1031, persons appointed to a peace officer class shall undergo a medical examination to determine that he or she can perform the essential functions of the job safely and effectively.

Training Requirements: Under provisions of Penal Code Section 832, successful completion of a training course in laws of arrest, search and seizure, and in firearms and chemical agents is a requirement for permanent status in this classification.

## **COMPENSATION AND BENEFITS**

The State of California benefit package includes:

- Retirement contributions into the California Public Employees' Retirement System
- Vacation and sick or annual leave
- Medical, dental and vision insurance
- Life insurance of \$50,000 basic plus \$50,000 Accidental Death and Dismemberment
- 13 holidays plus one personal day per year
- Voluntary enrollment into a deferred compensation program, Long Term Disability Insurance, Long Term Care Insurance, Group Term Life Insurance, and a Legal Services Plan

## **EXCLUDED EMPLOYEE RELOCATION CRITERIA**

Applicants may be eligible for reimbursement of relocation expenses for lodging, meals, incidentals, mileage, sale of residence, and moving and storage. Applicants must meet qualifying relocation criteria in accordance with the guidelines set forth by the Department of Personnel Administration.

## **THE DEPARTMENT**

The California Department of Corrections and Rehabilitation operates all state juvenile facilities and adult institutions, oversees a variety of community correctional facilities and camps, and supervises all parolees during their re-entry into society. The Department's headquarters office is located in Sacramento, California.

## **REVIEW AND SELECTION PROCESS**

An executive screening committee will conduct a review of all applications and resumes following the final filing date. Candidates with the most desirable qualifications and background will be invited to participate in the interview process. Interviews will be held in Sacramento, California. The Superintendent, Division of Juvenile Facilities serves at the pleasure of the Governor and is an "Exempt" position; therefore appointment to this position and salary are subject to Executive approval.

## **HOW TO APPLY**

Qualified persons must complete and file an appointment application from the Office of the Governor. File the application on-line with the Governor's Office, and submit a resume of qualifications and experience, and three professional references (names and telephone numbers) to Xina Bolden, Executive Recruitment and Appointments, California Department of Corrections and Rehabilitation at P.O. Box 942883, Sacramento, California 94283-0001 or in person between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, at 1515 S Street, Suite 108N Sacramento, California 95814, by March 28, 2008. For additional information please contact Xina Bolden at (916) 327-8028 or [xina.bolden@cdcr.ca.gov](mailto:xina.bolden@cdcr.ca.gov).

Appointment applications from the Office of the Governor may be obtained through the Governor's Office website at: <http://gov.ca.gov/appointments>